

## **Meeting Minutes**

<http://set.lanl.gov/spac/>

**(TA-00, Canyon Complex, Room # 168)**

**Date: 5/23/02**

### **Members Present:**

Jerry Foropoulos, NMT-DO  
David Hobart (Chair), C-AAC  
Bill Robertson, IM-2  
Tracy Ruscetti, B-2  
Lonnie Theye (Vice-Chair), NMT-DO  
Sheila Wasfey, HSR-IM

Student Representatives Organization  
Izzy Manzanares (Acting Chair of Student Association), BUS-5  
Stephanie Martinez, BUS-5

LANL Representatives  
Margaret Marshall, OEO  
Barbara Pacheco, HR  
Kurt Steinhaus, STB-EPO  
Carole Rutten, STB-EPO  
Mindy Mendez, STB-EPO

The meeting was called to order by Dave Hobart, at 8:30 am.

### **Minutes**

#### **Exceptions:**

Five exceptions were heard. (ref handout 5/27/02a in the paper archives)

Sheila W. read the 5/9/02 meeting minutes.

#### **Housing Discussion:**

HR has completed 5-6 recommendations from the housing report already and all of the STB action items are completed. Allen Hartford would like to clarify a point in the housing report with the Housing Subcommittee. He will have feedback on the report in the near future.

#### **More LIM Meeting Results:**

Carole R. said that due to the SPAC presentation at the LIM meeting CCN is now providing cryptocards and email accounts to new students at the New Student Orientation sessions.

#### **Student Association:**

Izzy M. and Carole R. met with the COC. Izzy sent a formal letter to a COC member in order to get more money for student activities.

Izzy and Carole will attend a Parks and Recreation meeting on May 30<sup>th</sup> regarding student activities.

Student discount cards can be picked up every Friday from 10-4pm at the Chamber of Commerce. This has been communicated to the students and this same message will be sent out every 2 weeks for incoming students to be notified. Also a thank you letter written by Izzy and Carole will be sent to the participating discount card companies. It was suggested that this letter also be put in the LANL newsbulletin.

The students are putting a biweekly electronic newsletter together.

### **Student Picnic:**

The student picnic will take place at 11am on June 13<sup>th</sup>. Lonnie will chair a team to help SA with picnic details. Lonnie and Jerry will attend SA's meeting this afternoon to find out what we need to do. The meeting is being held in the Otowi cafeteria at 3pm. Izzy stated they are in need of table and chairs. It was suggested that someone from the LANL newsbulletin and the LA Monitor be at the picnic. There will be enough food for 800 students. A communication will be sent to mentors notifying them that this is an all-student picnic. Jerry will contact Dave's Dogs about being at the picnic.

See <http://dominoapp.lanl.gov/lanl/lanlevents.nsf/StdntPdoc> for the Student Activities calendar.

### **STB Announcements:**

Kurt S. announced that there is a Request for Proposal called LCSD (Laboratory Critical Skills Development) for money for mentors to bring in students in 4 critical skill areas. The proposals are due June 15<sup>th</sup>. Kurt will email the call to SPAC.

Kurt also announced that there is \$3,000 available from STB for student and mentor awards. Kurt thanked Helga C. from HR for her help with this money.

SPAC will have a Mentor Awards subcommittee possibly chaired by Barb P. The mentor awards criteria needs to be written up and approved by Allen Hartford. Bill Press will announce the student and mentor awards at the Student Symposium.

Kurt has already sent SPAC the data on students that have been converted to LANL staff. See below:

<b>Fiscal Year</b>	<b>PT/FT New Hires</b>	<b>Former UGS/GRA</b>	<b>% on New Hire Former UGS/GRA</b>
90	245	30	12%
91	99	31	31%
92	265	42	16%
93	120	28	23%
94	130	26	20%
95	81	9	11%
96	105	38	36%

97	284	77	27%
98	394	62	16%

**SPAC Announcements:**

There will be no SPAC meeting on June 13<sup>th</sup> due to the student picnic.

The SPAC pamphlets are complete and are being passed out at the student orientation sessions. This includes the announcement for student nominations to SPAC. Great job Bill and Jerry!

The call for student nominations can also be found on the SPAC web page, Life at LANL, and the student events calendar. We have one student nomination letter so a small subteam of SPAC will interview the candidate and report back to SPAC. Carole R. would like to have one of our new SPAC student representatives be a liaison to SA.

Bill will help SA with their website. The LIM presentation will be posted on the SPAC website.

**Other News:**

Carole R. reported that the new student orientation sessions were going well. Two had to be canceled because there weren't enough students to hold them. Over 100 students have already been oriented.

Bill will contact Michael Carlson to have a newsbulletin article submitted regarding his BASIC training class for students. There will be one held after the student picnic.

Tracy R. would like to invite Annette Carroll from B Division to present an idea of how to get funding for STB's distinguished student project. SPAC is very interested in hearing Annette's ideas and would like her to make a presentation after the student picnic activities are completed.

Meeting closed at 9:54 am.

Respectfully submitted,

Sheila Wasfey, Historian Team

## **Current and Outstanding Action Items**

### **From 1/17/02 Meeting:**

Need to select a vice-chair of sub-committees – Dave H.

### **From 1/31/02 Meeting:**

Post archived meeting minutes on the SPAC web page - Sheila W.

### **From 3/14/02 Meeting:**

Send out URL for full UC Boulder Study. - Carole R.

Do we have info on students working here as UGS, living here with parents, etc and then staying here for long term retention? Can we send out an email to lanl-all and ask if they were ever a UGS here? - Kurt is now looking into this (5/9/02). **DONE**

Send a one-page letter to Michael Carlson in order to promote the call for student nominations in the Daily Newsbulletin. – Dave H. **DONE**

Report on meeting with COC. – Carole R. **DONE**

Set up a booth at the student picnic. – Dave H. **Lonnie's team will work on this.**

### **From 4/25/02 Meeting:**

What is SPAC's influence over LANL Management policy when it pertains to students? – Historian Team

Allen Hartford's response to HTSC report. – Dave H.

### **From 5/9/02 Meeting:**

Carole will notify students about submitting their Spring transcripts. **DONE**

Kurt will send a memo to Barb Stine requesting L-clearance slots for students for next year.

Kurt will contact John Pantano regarding info on how many staff members were students at LANL. **DONE**

Bill and Jerry will work on getting more SPAC handouts and a flyer regarding student nominations for Monday's orientation. **DONE**

Sheila will look into the process of how students training plans are developed.

The Student Distinguished Awards subcommittee will send out a call for nominations by June 10<sup>th</sup>.

Dave H. will ask Kurt if STB can handle the Mentor and Liaison Awards. **Mentor awards will be handled by SPAC. There won't be Liaison Awards this year.**

Dave will contact Kurt about the progress on the workplans.

Dave will ask Kurt if Allen Hartford would like to share any comments with SPAC about the Housing and Transportation report. Allen would like to speak with SPAC at a later date.

Josh Smith is back with C division so Dave H. will ask him to take a SPAC group picture.

**From 5/23/02 Meeting:**

Lonnie will chair a team to help SA with picnic details.

Jerry will contact Dave's Dogs about being at the picnic.

SPAC will have a Mentor Awards subcommittee possibly chaired by Barb P.

We have one student nomination letter so a small subteam (Dave H. and Lonnie T. so far) of SPAC will interview the candidate and report back to SPAC.

Carole R. would like to have one of our new SPAC student representatives be a liaison to SA.

Bill will help SA with their website.

Bill will post the LIM presentation the SPAC website once Dave H. sends it to him.

Bill will contact Michael Carlson to have a newsbulletin article submitted regarding his BASIC training class for students. There will be one held after the student picnic.

Tracy R. would like to invite Annette Carroll from B Division to present an idea of how to get funding for STB's distinguished student project. The best time for SPAC to hear this presentation would be after the student picnic activities are completed.